Faq's - Employers - Web Upload

Answers:

1. Can I use a bank account other than checking with Web Upload?
   - No. At this time, Web Upload can only accept checking account information for payments. Please advise your bank to approve EFT to VEC.
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2. Can my file contain headers and/or footers?
   - Yes and No. To avoid errors you must enter the number of headers and/or footers on the Upload Files page in Web Upload. Examples of headers and footers include field names and column summaries. Please note that headers (as the name implies) occur at the beginning of the file. Footers occur at the end of the file. If this information is repeated in other areas of the file, these are considered fillers. Header/footer information should NOT be used in the middle of the file as often occurs in some software packages.
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3. Do I have to report both the dollars and the cents?
   - Yes. All dollar/cents amounts MUST be reported. For example, "$25" must be reported as 25.00 and "$25.49" must be reported as 25.49 in the file. This applies to "zero" due returns too. A "zero" must be reported as 0.00 in the file. You MUST include the decimal point with all filing except the payroll in the MMREF/EFW2 format.
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4. Does Web Upload accept files with amended return and payment information?
   - No. You cannot amend returns and payments through Web Upload. If you find an error in your return information and the file is in the "processed status", you must submit a paper form FC-34 to amend the information sent in your Web Upload file. However, you may make modifications if the file has not actually been submitted to VEC and is in the "ready to submit" or "scheduled" status.
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5. How do I make a payment with Web Upload?
   -
     There are two ways to make an ACH debit payment with Web Upload:

- Include the checking account and payment information for each return in the file, OR
- Save a designated checking account in your Profile to debit all payments listed in a file and indicate the use of the designated account when uploading your file.

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6. What does it mean that Web Upload is "file-driven"?
    - Instead of mailing paper returns or keying each return separately, you store all of your return/payment information in one file.

        If you prefer to key your return/payment information or are a small business owner, we recommend that you use Business iFile [1]

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7. What does "Ignored records: # due to ignored record type" mean in my validation totals?
    - The "ignored records" number refers to the number of non-valid records in your file as indicated by your layout. Examples include "RA" or "RF" records in an MMREF/EFW2 file. These types of records are not required and therefore display as "ignored" in the validation totals. The system will not validate the information in those records, but will display the number of those records. Web Upload allows you to include "ignored" records in your file for your convenience and to save you from having to remove them from your

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8. What if the due date falls on a weekend or holiday?
    - Due Dates for quarterly filing fall on the last day of the month following the quarter being reported. 1st quarter ending March 31st is due April 30th, 2nd quarter ending June 30th is due July 31st, 3rd quarter ending September 30th is due October 31st, 4th quarter ending December 31st is due January 31st. Due dates for the return and payment information are adjusted to the first business day following the weekend or holiday.

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9. What is the difference between Upload and Submit?
    - When you "Upload" the file, it will be systemically reviewed for errors. You must then "Submit" the file in Web Upload to file the return and payment information with VEC.

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10. What types of files can I use with Web Upload?
    - There are three file types: Excel, column based and delimited. MMREF/EFW2 and ICESA are column based. A delimited file is one in which each line of specific information is a record, and the fields are separated by a known character. You can choose from tab, comma or semicolon for your field delimiters. You can also zip/compress your files. PDF

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Links:
[1] https://www.business.tax.virginia.gov/